

<b>United States Army Japan</b> <b>Merit Promotion and Placement</b> <b>Vacancy Announcement</b>		雇用の種類/Employment Type MLC 常用	施設名/Location キャンプ座間/Camp Zama
空席広報番号/Announcement No. MLC(III)22-009	募集期間/Opening Period <b>27 Oct 21 – 10 Nov 21</b>		募集範囲/Area of Consideration すべて/All
職種名・職種番号・基本給表・等級/Job Title, Job Number, BWT, Grade Office Machine Operator, #139, BWT 1-3		基本給/Basic Wage BWT 1-3 : ¥182,200 ~	
部隊名/Organization Graphics Section, Asian Studies Detachment		各種待遇等/Benefits & Allowances 地域手当/Area Allowance: 基本給の 12%(12% of Basic Wage) 住宅手当/Housing Allowance: 月額最高 28,000 円(28,000yen/month (max.)) 通勤手当/Commuting Allowance: 月額最高 55,000 円(55,000yen/month (max.)) 社会保険年金完備、扶養手当、マイカー通勤可	
応募時に提出するもの/ Documents Required to Apply (Applications and Other Documents)			
<p><b>*E メールに履歴書等必要書類を添付して応募する場合は、メールの件名に空席広報番号（例：MLC(I)17-001）を入力してください。また添付ファイル名にご自身のお名前をローマ字表記で含めるようにしてください/Please include Announcement Number in the subject line when applying by e-mail. Your name must be included in a file name of attached documents.</b></p> <p><b>**最新版の申請用紙を使用しない応募は無効になります。必要書類すべてが揃って初めて応募書類一式として有効となります。必要な情報はすべて記入してください。Failure to use the most current application and to submit all the required information and documents, means you lose consideration for the position.</b></p> <p><b>申請用紙 / Applications :</b>  <input checked="" type="checkbox"/>履歴書/USFJ FORM 196aEJ <input checked="" type="checkbox"/>職務経歴書 / Resume of Work Experience <input type="checkbox"/>質問状 / Questionnaire (該当する場合は、この空席広報最終ページに質問状（別添）があります / If applicable, the sheet of Questionnaire is attached at the last page of this vacancy announcement)</p> <p><b>申請用紙の記入言語 / Language to complete applications :</b>  <input checked="" type="checkbox"/>英語/English <input type="checkbox"/>日本語/Japanese <input type="checkbox"/>日本語（英語での記入も可）/Japanese (English is acceptable as well)  <input checked="" type="checkbox"/>英語力の証明書のコピー（ALCPT、TOEIC L&amp;R®, TOEFL®, CASEC, 英検のいずれか）/Copy of English certificate (ALCPT, TOEIC L&amp;R®, TOEFL®, CASEC or EIKEN)  <input type="checkbox"/>日本の運転免許証のコピー/Copy of Japanese driver's license  <input type="checkbox"/>最高学歴の卒業証明書のコピー/Copy of diploma of highest education completed. <b>最低必要応募資格基準の注釈(**)をご覧ください/Please see the note (**) under MQS requirement</b>  <input checked="" type="checkbox"/>その他/Other <b>Please attach copy of the required license and certificate. / 必要資格・証明書の写しを添付してください。外国籍で永住権をお持ちの方は在留カードまたは特別永住者証明書のコピー（両面）を添付のこと/For those who have a permanent residency of Japan must attach a copy of Resident Card or Special Permanent Resident Certificate (both sides).</b></p>			
採用までに提出するもの/ Additional Documents Required Before Hiring 最高学歴の卒業証明書の写し/Copy of diploma of highest education completed		年齢/Age 18 歳～59 歳、定年年齢を上限 Ages 18 to 59, Up to the advanced age of 60	
<b>応募方法/To Apply</b> 上記の書類を締切日までに担当の人事課まで郵送もしくは E メールで送信してください。締切日の午後 3 時必着。ファックス及び宅配便での応募は受理できません。提出された応募書類は返却いたしません。 記載漏れや必要な証明書、署名等の不備がある、あるいは締切時間以降に届いた応募書類は、審査不可となります。 記載内容に虚偽の申告があると認められたときは応募が無効となります。 Mail/E-mail the application to the office shown in the bottom of this form along with necessary documents specified above. Application must be received no later than 1500 on the closing date. Applications sent through fax and/or delivery dealers except Japan Post Co., Ltd. are not accepted. All submitted documents will not be returned. Incomplete applications (applications without signature, required information or certificates/documents) and applications not meeting the suspense time and date will not be considered. Applications, if found with false statements, are invalid.			
提出先 Email: <a href="mailto:usarmy.zama.usarpac.mbx.usarj-g1-ln-application@mail.mil">usarmy.zama.usarpac.mbx.usarj-g1-ln-application@mail.mil</a>		Submit To Email: <a href="mailto:usarmy.zama.usarpac.mbx.usarj-g1-ln-application@mail.mil">usarmy.zama.usarpac.mbx.usarj-g1-ln-application@mail.mil</a>	
郵送 〒252-0000 神奈川県座間市 キャンプ座間 Bldg 102 G-Wing 在日米陸軍 日本人事務所 雇用課 MLC(III)22-009		Address: Bldg 102 G-wing, Camp Zama, Zama-shi, Kanagawa-ken, 252-0000 Name: JESO, G1, USARJ MLC(III)22-009	

## **職務内容 / Duties:**

1. Performs common graphics support to Open Source Intelligence (OSINT) production by digitizing hard copy material purchased, loaned, or gifted to ASD using technical imaging equipment, such as planetary cameras, scanners, etc. Receives material from the Information Resource (IR) Section, who prepares and stages it for digitization. Performs setup and calibration checklist daily for technical imaging equipment. Scans the ASD hard copy material using technical imaging equipment following prioritization guidelines. Monitors and ensures all the information on the original is correctly captured and reproduced to the scanned image. Performs post-production processing of digital files using Adobe Creative Suite software or similar capabilities to meet technical standards for archival images, to ensure Optical Character Recognition (OCR) accuracy, and to enable foreign language search capability by using correct metadata for digital scans. If necessary, consults with Technical Information Specialist to ensure the accuracy of foreign language characters. Performs resolution fix, auto-extraction, machine translation, meta-tag, assembly, serialization, file manipulation, etc. based on established procedure and guidance from the Chief, Graphics Section. Performs quality control of scanned items, applies appropriate naming convention to data files, moves data to data repository, and returns digital and print material to the Information Resource Section (IRS) for further dissemination. Handles hard copy material with care. Performs other related duties as assigned.

## **最低必要応募資格基準 / MINIMUM QUALIFICATION STANDARDS (MQS) Requirement:**

### **BWT 1-3**

Must have at least six (6) months of general experience\*\* OR High School completion or equivalent\*\*.

**\*\*When substituting education for special experience, a tentative graduation letter and transcript, or a certificate of graduation/diploma and transcript must be submitted together with application. Failure to submit required documentation may result in non-consideration for this position.**

## **要求される英語力レベル / Required Language Proficiency Level (LPL):**

Language Proficiency Level 1: Elementary proficiency

\* 職務に必要とされる英語力レベルについての詳細はホームページ上を参照ください。

**Please see our website for detail information on the required LPL.**

## **要求される雇用条件 / Required Condition of Employment:**

### **勤務時間/Work Schedule**

週 40 時間制/Hours Per Week (0730 ~ 1630, Recess: 1130 ~ 1230)

☒月/M ☒火/Tu ☒水/W ☒木/Th ☒金/F ☐土/Sa ☐日/Su

☐変則勤務/Irregular Shift Work

1. Must be able to pass required physical exam.
  - a) Must be physically fit to perform the duties above.
  - b) Work requires standing for long periods of time.
  - c) Must be able to lift items up to 20 lbs.
2. Mission-Essential employees as determined by their chain of command, may be required to report to work or to remain at work to accomplish the mission of US Forces Japan during emergencies or exigent situations. Designations are NOT tied to combat operations or mobilization.

## **移転費用/ Transfer Expenses:**

Transfer expenses is NOT authorized.